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John Conley- Glassware card only
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UMASS personnel
(facilities, housekeeping, security)

Implementation Checklist
3 WEST

A. Internal customers

1. 3 West LSS activation for personnel already onboard

- a. Identify personnel for 3 West access card activation (Completed)
- b. Identify 3 West personnel who haven't had LSS Floor training in the past
- c. Perform LSS floor training as needed and complete acceptance agreement
- d. Personnel being activated: Email regarding- activation date; 3 West being a secured area, include information about how to request access, report problems, contacts for info
- e. All hands: Email regarding- activation date; 3 West being a secured area, include information about how to request access, report problems, contacts for info
- f. Apply 3 West to access cards (and as applicable 3 East)
- g. Post signs at 3 West elevator lobby door and stairwell 1 door regarding secured area and access procedures, **What is contact phone number for access?**
- h. Power up 3 West doors/ Date:

2. Develop and Implement 3 West access request procedure for subsequent personnel

- a. Update UMASS Security Access Form (yellow sheet).
Add "Tower- 3rd Floor West (Rooms # - #)" to form
- b. How to request access, identify DPH Lab officials who will approve access requests
- c. Notify DPH LSS Manager of personnel approved for access
- d. Complete LSS Floor training
- e. Activate access
- f. Report departures to LSS Manager
- g. Update sop SA.001 regarding addition of 3 West as restricted access floor

B. External customers/Law Enforcement/Visitors

- 1. Prepare appropriate number of "Visitor- D.A.L." access cards for use
- 2. Apply 3 West and 3 East access to cards
- 3. Implement revised UMMS Security "Police Log" for sign-in/out and tracking of visitor access cards
- 4. Review revised Drug Analysis Lab visitor procedure with UMMS Security personnel

5. Create information sheet for law enforcement D.A.L. visitors at UMMS Security Desk explaining access procedures using elevator, or stairwell exit if necessary (if elevator down, egress via 3 West and 3 East)